

nilo.health GmbH

B2B Mental Health Platform Comprehensive employee mental health and well-being support

Working Student People & Culture (f/m/d) (German-Speaking)

Become a part of nilo and help us to remove the stigma surrounding mental health! Play a vital role in building THE platform for mental wellbeing in the workplace.

Stadt: Berlin; Beginn: Frühestmöglich; Vergütung: 13-15 €

Aufgaben

Are you ready to kick-start your career in People & Culture within a dynamic startup environment? We're looking for a motivated Working Student to join our team in Berlin!

In this role, you'll provide essential support to our Lead People & Culture across various HR and office management tasks. This is an excellent opportunity to gain hands-on experience, develop your skills, and grow with us.

Your responsibility:

- Office Management: Be the go-to person in our Berlin office, ensuring it stays tidy, managing supplies and orders, and checking the letterbox. You'll be the primary contact for our team and guests.
- People Operations Support: Create employee documents, maintain our HRIS (Personio), ensure data accuracy, assist new joiners with their onboarding, and help plan and execute company events.
- Talent Acquisition Assistance: Support sourcing, candidate communication, and interview scheduling.
- IT Administration: Manage inventory, coordinate orders and storage, and support the setup of devices for new joiners.

Voraussetzungen

You'll be successful with these skills:

- Education: Currently enrolled in a Bachelor's or Master's program in Human Resources Management, Psychology, or a Business-related field.
- Experience: Previous experience in Office Management or HR through an internship or a working student position
- Location: Based in Berlin and available for min. 15 hours per week. Presence in the office is required for min 2 days.
- People Skills: Enjoy working with people and have excellent interpersonal skills
- Communication: Strong written and verbal communication skills in both German (native level) and English

- Organization: Highly organized, a quick learner, and capable of working carefully and independently
- Curiosity: A genuine interest in learning everything related to People & Culture.

Unser Angebot

- Strong Company Culture: Characterized by team spirit, empathy, respect, trust, courage, and innovation
- Growth Opportunity & Career Path: Develop your skills in a fast-paced startup environment with the potential for full-time employment post-graduation
- Learning Experience: Gain insights into how a people department impacts the organization, building a solid foundation for your future career.
- Benefits: Free access to the nilo.health app, Urban Sports Club membership at a discounted price, regular team and company events, bring your dog to work

Bewerbung

Please apply online!

More information at <https://stellenticket.de/187975/>

Offer visible until 14/11/24

